

## Executive Committee Meeting Minutes – Monday, January 20, 2003

Chairman Dwyer called the meeting to order at 8:30 a.m. and led the Committee in the Pledge of Allegiance.

**Present:** Chairman James Dwyer, County Board Supervisors, Kenneth Herro, Duane Paulson, Supervisor Richard Manke, Walter Kolband Patricia Haukohl. **Absent:** Supervisor Duane Stamsta.

**Also Present:** Legislative Advisor David Krahn, Legislative Advisor Mark Mader, Corporation Counsel Tom Farley, Assistant Corporation Counsel Danni Caldwell, Internal Audit Manager Lori Schubert, Youth and Family Development Educator Tom Reese, Director Marcia Jante, County Clerk Kathy Nickolaus, Law Clerk Ben Booher, Lieutenant Pete Chycinski, Sheriff Dan Trawick and Office Services Coordinator Windy Jicha.

### Public Comment

Nickolaus came to the meeting to discuss taping of the County Board Meetings. She wants to tape the meetings to fulfill State Statute 59.23 that states the County Clerk has to take true minutes of the county board meetings. This process will fulfill her statutory duties. Nickolaus said she wants to tape the board meetings and then tape over the tapes once the minutes have been approved. She said that other Wisconsin counties are taping board meetings and filing all tapes.

### Discuss and Consider 157 -O-108: Repeal Waukesha County Code of Ordinances and Create New Waukesha County Code of Ordinances

Caldwell began with the history of changing the code. In the past, changes to the code were sent to a company in Florida. The code became out of date when changes were not sent to the company. When the new Corporation Counsel came in, he decided to try a new method to keep up with changes. This project has been going on for two and a half years. Caldwell said she worked with Esler and the County Executive to come up with the version that was mailed to the Executive Committee. This version has phase I changes which include statute references updated by a law clerk. Another change in this version is that it designates corporation counsel to be the editor of the county code.

Farley said the primary thrust of this first movement is to make revisions to statutory changes. Dwyer said this is not the document that will go on the Internet. After all changes are made, we will publish the final adopted version on the Internet.

Haukohl asked if fees for service are listed in the code? Caldwell said since fees change frequently, it is hard to keep up with the changes. Now that the Internet is available, users can get a complete listing of fees from the county Web site and will not have to reference the code.

Farley said it is part of County Board's duties to decide what should go into the code. Supervisors need to know that you can't have a law that goes against a state statute. Statute always takes precedent.

Manke asked as the committee makes changes, how will it be indicated in the code? Caldwell said they will red line the changes. Farley said it is difficult to do this now because the chapters are being reorganized so you can't directly compare the chapters. Caldwell said when the original code was scanned into the computer, scanning changed some things. It has been difficult to find all the "changes" made by scanning the document.

Manke asked, as a chairperson of committees, should we recommend to the members to work with the staff to make changes. Dwyer said Supervisors wanting to make changes should work with the staff. Haukohl asked if it is appropriate for committees to look through the chapters directly related to the committee and to look for errors? Dwyer said it is a task of the Executive Committee to make the changes to the code.

Farley said the code is up-to-date as of July 1, 2002 because you have to have a cutoff date. Changes will be made as we go along as soon as the ordinance is cleared. Dwyer said any time we pass a code-changing ordinance, the

ordinance will say that once it passes, the county code will be changed. This text should alert the codifier to make changes to the code. The code will be constantly changing.

**MOTION:** Mankem moved, Herrose second to Approve Ordinance 157 -O-108: Repeal Waukesha County Code of Ordinances and Create New Waukesha County Code of Ordinances

Farleysaid the general concept is that there is an internal audience who know how things work at the county and an external audience that doesn't know how the county works. The idea is to set up the code so anyone can read it and understand it.

Eslersaid if you can recognize primary duties of a department, you know which chapter to file information. For example, the County Board offices should pay close attention to chapter four. You should decide how to view rules, procedures and responsibilities and decide how to update it.

Haukohl said she wants to know who is responsible for what items. She wants to see everything that the County Executive's office is responsible for in a chapter by itself. For example, emergency management and Community Block Grants should be found under the County Executive chapter.

Madersaid after going through the black code book making sure everything that was in the old one appears in the new one, there was a lot of movement. There is the difficult issue that all the departments report to the County Executive.

**MOTION:** Mankem moved, Herrose second to Approve Ordinance 157 -O-108: Repeal Waukesha County Code of Ordinances and Create New Waukesha County Code of Ordinances. **Motion carried: 6 -0.**

#### **Discuss and Consider the following Appointments:**

##### **157-A-049 Appointment of Duane Stam to the Commission on Aging**

**MOTION:** Herromoved, Haukohl second, to Approve 157 -O-049: Appointment of Duane Stam to the Commission on Aging. **Motion carried: 6-0.**

##### **157-A-050 Appointment of Ralph D. Schultz to the Sheriff Civil Service Commission**

**MOTION:** Paulson moved, Herrose second, to Approve 157 -O-050: Appointment of Ralph D. Schultz to the Sheriff Civil Service Commission. **Motion carried: 6-0.**

##### **157-A-051 Appointment of Sandra Wolff to the Commission on Aging**

**MOTION:** Haukohl moved, Paulson second, to Approve 157 -O-051: Appointment of Sandra Wolff to the Commission on Aging. **Motion carried: 6-0.**

#### **Correspondence**

Chairman Dwyer reviewed and passed out the list of correspondence. He said the Supervisor should let Jicha know if they want copies of any of the items listed.

#### **Meeting Approvals**

**MOTION:** Mankem moved, Haukohl second, to approve attendance of the Executive Committee at the WCA Legislative Exchange on February 4 and 5, 2003. **Motion carried: 6 -0.**

**MOTION:** Haukohl moved, Herrose second, to approve attendance of the Executive Committee at the WACEC District One meeting on February 24, 2003. **Motion carried: 6-0.**

**MOTION:** Haukohl moved, Mankes second, to approve attendance of the Executive Committee at the Seven County Meeting at the Zoofari Center on February 24, 2003. **Motion carried: 6 -0.**

**The committee took a break from 10:02 a.m. – 10:20 a.m.**

### **Approve Minutes of December 9, 2002**

**MOTION:** Haukoil moved, Kolb second to approve the minutes of the December 9, 2002 with corrections.

**Motion carried:** 6 -0.

### **Future Agenda Items**

Exposition/Airport Study

SEWRPC Water Study

### **WCAR report**

Dwyer said he attended a meeting last Monday with clerks of circuit courts and other judiciary members regarding court funding. They spent a lot of time at the meeting going over the budget line by line and went through pages of list trying to decide what is a court cost and what the courts should pay for. Dwyer said they need to look at the bigger picture with items such as indigent defense, guardian ad litem costs and defining basic court core services that all 72 counties need. The state expenditures are higher than shared revenues and there will be huge service cuts with state government. Shared revenue versus cost sharing in the courts is not a dollar per dollar exchange but rather an exchange in the system.

### **Unannounced Cash Count Report**

Schubert said the auditors produce this report every year. They do unannounced cash counts on all departments that have large volumes of cash flow. Pages one and two of the audit are the results of the cash counts. In the last few years, extra work has been done at the golf courses to improve the cash counts at the golf courses. Page three lists variances. Wanaki is not at the level of the other courses but it is improving. They hope that the numbers at Wanaki will be similar to the other courses by next year.

Haukoil asked Schubert to explain the error rate. Schubert explained that registers are closed out after each shift which increases each cashier's accountability for cash variances. On a given day three of four employees could accurately reconcile a cashier's drawer. The shift variance would reflect a 75% accuracy or 25% error rate while the daily variance analysis would reflect a 100% error rate for that day. The shift variance analysis more accurately reflects the overall performance.

Schubert said the controls systems at Moor Downs and Naga - Waukegan improved significantly during the 2001 season with continued success in 2002. Page four shows a listing of the absolute value cash overage/shortage for certain periods of time and the decrease of the amount of the cash variances.

Herro asked why aren't the shift variances improving at Wanaki. Schubert said Wanaki loses employees earlier in the fall than the other courses. This course doesn't have the same return rate of staff and they get more college students working there while the other courses have a large number of retirees as employees. Wanaki got a new manager last year so their numbers should improve by next year.

Kolb asked what are the consequences of those individuals if their cash counts are off? Schubert said the department supervisors are responsible for working with employees if there is a problem. Employees are coached on register techniques and money handling skills. Schubert said it is the frequency of variances not the total overage or shortage that is reviewed. For a long time, the drawers weren't expected to balance. There have been reinforcements and discussions to improve this expectation..

**MOTION:** Haukoil moved, Paulson second to accept the Unannounced Cash Counts Audit Report.  
**carried:** 6 -0.

**Motion**

### **Committee reports**

Health and Human Services – Herro said the Wisconsin Counties Association and the Wisconsin Counties Human Service Association jointly developed a proposal to redesign Wisconsin's human and social services delivery system. This proposal was reviewed and adopted by the WCAB Board in December 2002. Herro said he thinks the idea is flawed and is not set up to work in the southeastern region of the state. The committee had an educational presentation on the West Nile Virus. The two main issues are what is the virus going to do to the food chain and what is it going to do to humans. Because it is not at a critical stage, it is just going to be monitored. Dr. Healy Haney gave an educational presentation on WIC. Studies have found that many others who do not eat correctly have children with lower IQs so basically you either pay now or pay later.

### **Update on the Sussex Urban Initiative Project**

Reese said the Sussex Urban Initiative Project is a cooperative effort between the Sheriff's Department and UW - Extension with a focus on the Village of Sussex. In 1999 the UW - Extension began getting involved with urban initiatives. The Extension took the lessons they had learned from working with the City of Waukesha and started to use them in the Village of Sussex. The idea was to bring community resources, law enforcement and residents together to take actions cooperatively. In 2001, they received \$10,000 in Community Development Block Grants. They are still receiving some Block Grant monies but the amount is dwindling. In 2003, they will receive \$7,000, which will cover the salary of the community educator.

Chycinski said the Sussex Urban Initiative Project started when village leaders came together to address growth related issues in Sussex. Problems included rising crime, changing neighborhoods and a transient workforce with few communities. Leaders began by putting together a strategic plan to engage residents in solving the problems. The community teamed up with UW - Extension and the Waukesha County Sheriff's Department. UW - Extension, with the help of Community Development Block Grants, focused on developing ways to get residents involved in the community. The Sheriff's Department's Sussex office worked to build a sense of security at Stonegate Apartments.

Chycinski said UW - Extension hired a community educator to serve as a liaison between apartment residents, UW - Extension, the Sussex Sheriff's Department and the Village of Sussex. To keep residents informed of local activities, a monthly apartment complex newsletter is produced which lists events offered through UW - Extension, the Sussex Public Library and Sussex Parks and Recreation. The newsletter also includes tips on raising responsible children, money management and budgeting. Extension nutrition educators hold after-school "Snack Attack" nutrition classes at the apartment complex to teach students how to make delicious, healthy snacks and to get them started on a lifetime of healthy eating. Last summer, UW - Extension and Stonegate residents created an apartment garden so kids could grow healthy snacks. Throughout the growing season, Extension educators held weekly gardening and nutrition lessons for gardeners and parents.

Chycinski said to help cut down on police calls, the Sussex Sheriff's Office, in cooperation with the Sussex Seniors, started bicycle patrols and an apartment watch group. Also, instead of calling police, residents can fill out a "problem resolution" form or email complaints directly to the local Sheriff's office. A Sheriff's Deputy worked to get computers donated for Stonegate residents to use in their community room.

Chycinski said the apartment managers were retrained on how to screen and network with residents. The managers of several Sussex facilities now meet and exchange information on problem tenants. The managers try to keep up with facility maintenance. Other communities have been asking how they can achieve the same results.

Chycinski said police calls have fallen nearly 40 percent, from 240 to 150 in the past year which gives the police officers more time to do what they have to do instead of just attending to the needs of a few apartment buildings. The department has seen a decrease in crime and an increased interaction between residents. The officers have more time to network with residents. It's a team effort where people learn to trust and rely on the community police officers.

Herro asked why is the county using taxpayers money to correct the problem of an apartment building owned by a private party? Chycinski said because of the number of police calls, the deputies can't work anywhere in the community except in the apartment complexes. Problems don't stay in the apartment complex, they radiate into the community. Chycinski said that you have to start fixing the problems somewhere.

Paulson asked what happens when the money goes away? Chycinski said the Village has bought into the program and when the money runs out he hopes the Village will help to continue some of the programs. Reesesaid the educational programs did a lot to connect residents with each other. Carlsonsaid he was on village board when this initiative came up. The people on the village board at this time have seen the positive outcomes of the program and it has been positive thing for the village. If it worked at Stonegate, it can work in other areas. This type of effort keeps police officers free to do what they are supposed to do.

Kolbsaid he has to give them credit, they did a good job with what resources they had.

### **Committee reports**

Public Works - Mankesaid the committee approved bids for Southview Hall renovation. Donna Brown, Anita Puscha and Bob Anderson from the State of Wisconsin were at the meeting to review the six-year highway plan. The committee received an update on capital projects and there was a discussion on an exposition center/airport study. Bids will go out on February 15, 2003 for Northview. No additional communities have signed up to join the Waukesha County Communications Center. The committee reviewed parking regulations changes and the elimination of car pool slots.

Finance - Hauko said the committee will meet next on Wednesday, January 22. Treasurer Reeves will be at the meeting to discuss county-owned land and tax delinquency issues in Waukesha County.

Personnel - Paulson said one union arbitration is complete but a decision won't be returned until March. The rest of the unions are circling.

Land Use - Kolbsaid the committee will review the humane animal program at the next meeting.

### **Motion to Adjourn**

**MOTION:** Hauko moved, Mankes second, to adjourn the meeting. **Motion carried: 6 -0.** Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Duane E. Paulson  
Secretary